

JOB OPPORTUNITY BULLETIN

OFFICE OF LEGISLATIVE COUNSEL LEGISLATIVE DATA CENTER



POSITION: INFORMATION TECHNOLOGY SPECIALIST III (8LC35) (EQUIVALENT TO: SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL))

JOB LOCATION: SACRAMENTO, CALIFORNIA

SALARY: \$6,114 - \$7,804

FINAL FILING DATE: SEPTEMBER 26, 2008

DUTIES AND RESPONSIBILITIES: Under the general direction of the Business Systems Division Manager, the incumbent acts as the Project Leader for the technical aspects of complex mission-critical applications. The incumbent will lead a team of Information Technology Specialist Is and IIs on one or more complex projects, and act as the lead knowledge expert on the use of new technologies in the configuration, maintenance and enhancement of enterprise resource planning (ERP) systems including the Oracle E-Business Suite. The incumbent will lead development and enhancement efforts for supporting custom systems as needed.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. It is your responsibility to make sure that you meet the minimum qualifications listed below. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required. Under the LDC position-specific selection program, candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus. Please note that positions at this level belong to Work Week Group (WWG) E. No employee in a classification assigned to WWG E shall have his/her salary reduced for absences of less than an entire day. However, there is also no overtime provision for a WWG E employee if he/she works in excess of 40 hours per week.

HOW TO APPLY: Submit a standard state application and resume to the Office of Legislative Counsel Personnel Office, Attn: H. Chu, 925 L Street, Suite 900, Sacramento CA, 95814. Applications must be received in the Personnel Office by 5:00 p.m., Friday, September 26, 2008, or be postmarked by this date. **You must include on your application the alpha-numeric process indicator number 8LC35 after the position title on your application. Applications that do not contain the process indicator number will not be processed.** Please note on your application how you heard about this position. Technical questions regarding the position may be directed to Paula Brooks at (916) 341-8580. Questions regarding the application process may be directed to Personnel at (916) 341-8330.

MINIMUM QUALIFICATIONS: Experience as the technical lead over Financials and Human Resources (HR) and other ERP applications. Demonstrated ability to analyze customer business problems and translate their business/technical needs into automated solutions. Expert leadership skills demonstrating ability to plan and manage multiple work efforts. Expert-level project management experience providing the technical support of financial and human resources applications. Ability to monitor and report project status to internal and client management. Demonstrated experience planning and implementing software and hardware upgrades and implementations. Ability to develop resource strategies, budgets, tools and specialized support necessary to run cost-effective projects. Ability to manage all aspects of process and systems analysis and design, development, quality, implementation and maintenance.

SEE REVERSE FOR ADDITIONAL INFORMATION

Demonstrated experience resolving data processing issues and computer program errors. Experience managing an ERP vendor. Demonstrated experience leading teams. Excellent oral and written communication skills.

DESIRABLE QUALIFICATIONS: Experience with Oracle E-Business Suite applications. Experience with other ERP applications and/or related products including Payroll, Projects, Time-keeping, and Fixed Assets. Experience with analysis, design and programming techniques to develop effective automated client/server and web solutions. Experience maintaining and integrating ERP software packages. Experience using software development lifecycle methodologies. Experience with requirements analysis. Experience with one or more commercial multi-user database systems designing and creating database structures to store, retrieve, update and display data in a relational database. Experience with configuration management tools to manage version control and tracking of program changes. Experience with testing methods and tools used to ensure appropriate development of test scripts and expected test results for unit testing, system testing, integration testing, regression testing and acceptance testing.

SELECTION INFORMATION

The Office of Legislative Counsel is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Office of Legislative Counsel reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the Office of Legislative Counsel reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Office of Legislative Counsel Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/jobs/stateapp.htm>

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of these qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

California Relay Service TDD: 1-800-735-2929 Voice: 1-800-735-2922